



Governor Janet Napolitano

State of Arizona

Department of Homeland Security



Director Leesa Berens Morrison

September 2008

Division of Finance and Administration

Budget Change Guidelines

The following rules pertain to all 2008 grants awarded by the Arizona Department of Homeland Security. We encourage that all stakeholders remain within the confines of the original budget. However, under extenuating circumstances stakeholders may require a budget overage in one or more budget category, which may be compensated for by under-expending in another budget category.

These budget changes are not allowed:

- Requesting additional funding above the amount you were originally awarded.
- Requesting use of carry-over funds beyond the final date of your contract.

The following budget changes can be made at the stakeholder's discretion:

- Transfers among budget categories (i.e. Planning, Exercise, Equipment, Training, and/or Organizational) which are no greater than 10% of the total approved budget. This means for any budget category overage there should be an equally under expended budget category. See below for a sample.

NOTE: We ask that you never change your budget, but rather that you indicate the budget overages and corresponding unexpended amounts on the appropriate reimbursement request form.

Any memos sent to AZDOHS for either approval or informational purposes as outlined above should be sent to your assigned strategic planner.

In addition, budget changes often reflect underlying changes in the scope of your program. **ANY** changes in the scope of the program **do require** prior approval and contract amendments.



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SAMPLE

Arizona Department of Homeland Security 2008 State Homeland Security Grant Program

| Subgrantee Name and Address | | | Contract Number | |
|-----------------------------|-----------------|-------|------------------------|------------------|
| Name | Test Subgrantee | | Contact Person | John Smith |
| Address 1 | 123 Main Street | | Telephone | (xxx) xxx-xxxx |
| Address 2 | Border | | Fax No | (xxx) xxx-xxxx |
| City | Town | Zip | E-Mail | JohnSmith@az.gov |
| | | 85xxx | | |
| | | | Reporting Period From: | 3/1/2009 |
| | | | Reporting Period To: | 3/31/2009 |
| | | | Funds Begin | 10/1/2008 |
| | | | Funds End | 3/31/2010 |

| Major Budget Category / Line Item Detail | Contract Budget | Current Period | Year to Date | Budget Remaining |
|---------------------------------------------|---------------------|--------------------|---------------------|------------------|
| Equipment | \$25,000.00 | \$3,000.00 | \$30,000.00 | -\$5,000.00 |
| Training | \$50,000.00 | \$25,000.00 | \$55,000.00 | -\$5,000.00 |
| Planning | \$25,000.00 | \$1,300.00 | \$15,000.00 | \$10,000.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| 0 | \$0.00 | | \$0.00 | \$0.00 |
| Total Costs | \$100,000.00 | \$29,300.00 | \$100,000.00 | \$0.00 |

*This is a sample. Your agency will receive your project specific reimbursement request in an Excel format via email once the AZDOHS has received a signed Subgrantee Agreement, a completed Standard Data Collection form and a Financial Systems Survey.